

**Wellington-Dufferin-Guelph Public Health**  
**MINUTES OF BOARD OF HEALTH**  
**Wednesday February 5, 2020**

---

The Board of Health of Wellington-Dufferin-Guelph Public Health Unit met at 4:00 p.m. at the GUELPH Office.

**Members in attendance were:** Mr. George Bridge (Chair){Participated via Phone}, Ms. Christine Billings, Mr. Guy Gardhouse, Mr. Rodrigo Goller, Ms. June Hofland, Ms. Nancy MacDonald, Mr. Ralph Manktelow, Mr. Lambert Otten and Mr. Chris White.

**Member(s) with regrets:** Mr. Allan Alls.

**Ex-officio member(s) in attendance:** Dr. Mercer, Medical Officer of Health & CEO.

**Staff members in attendance were:** Mr. Chris Beveridge, Ms. Rita Isley, Mr. David Kingma, Dr. Matthew Tenenbaum (AMOH), Mr. Kyle Wilson, Mr. Chuck Ferguson, Ms. Karen Mulvey, Mr. Emerson Rajaram, Mr. Shawn Zentner, Mr. Charles Wright and Ms. Sylvia Muir (Recording Secretary).

**Guests in attendance were:** Ms. Joanne Shuttleworth, The Wellington Advertiser (Press).

**1.0 Call to Order**

Dr. Mercer, Medical Officer of Health/CEO called the meeting to order at 4:00 p.m. on behalf of G. Bridge (Chair) who is participating via phone. Upon the completion of the appointments, the Vice-Chair will assume the role of Chair for the purposes of this meeting.

**2.0 Disclosure(s) of Pecuniary Interest**

There are no disclosures of pecuniary interest declared at this time.

**3.0 2020 Inaugural Meeting:**

**Elect Chair**

Nominations for the position of Board Chair were opened by Dr. Mercer.

C. White nominated G. Bridge as Chair.

J. Hofland seconded the nomination.

G. Bridge accepted the nomination.

**MOTION: “To close the nominations for the position of Board Chair.”**

**Moved:**

**C. Billings**

**Seconded:**

**R. Manktelow**

**CARRIED**

Dr. Mercer continued on with the election of the Vice-Chair.

**Elect Vice-Chair**

Nominations for the position of Vice-Chair were opened by Dr. Mercer.

J. Hofland nominated C. Billings as Vice-Chair.

C. White seconded the nomination.

C. Billings accepted the nomination.

**MOTION: “To close the nominations for the position of Vice-Chair.”**

**Moved: R. Goller**  
**Seconded: G. Gardhouse CARRIED**

**Elect Secretary-Treasurer**

It was noted that the Secretary-Treasurer is automatically the Chair of the Finance + Audit Committee. Nominations for the position of Secretary-Treasurer were opened by C. Billings, Vice-Chair (on behalf of the BOH Chair who is participating via phone), who is assuming the role of the Chair for the remainder of this meeting.

J. Hofland nominated C. White as Secretary-Treasurer.

G. Gardhouse seconded the nomination.

C. White accepted the nomination.

**MOTION: “To close the nominations for the position of Secretary-Treasurer.”**

**Moved: J. Hofland**  
**Seconded: G. Gardhouse CARRIED**

**Establish Membership for Standing Committees**

G. Bridge, BOH Chair advised that he would like to be a member of all the Standing Committees.

**MOTION: “That the BOH Chair is a member of each of the BOH Standing Committees and Chair of the Executive Committee.”**

**Moved: J. Hofland**  
**Seconded: G. Gardhouse CARRIED**

**Finance + Audit Committee**

As previously noted, the Secretary-Treasurer is automatically the Chair of the Finance + Audit Committee. Therefore, C. White is the Finance + Audit Chair.

Finance + Audit Committee membership for 2020 was confirmed as follows:

**Finance & Audit Committee:** 2020  
Representing Wellington Chris White (Chair)

Representing Wellington	Lambert Otten
Representing Wellington	George Bridge
Representing Dufferin	Ralph Manktelow
Representing City of Guelph	Christine Billings
Representing City of Guelph	Rodrigo Goller

Human Resources Committee
---------------------------

Human Resources Committee membership for 2020 was confirmed as follows:

<b>Human Resources Committee:</b>	<b>2020</b>
Representing Wellington	Allan Alls
Representing Wellington	George Bridge
Representing Wellington	Nancy MacDonald
Representing Wellington	Lambert Otten
Representing Dufferin	Guy Gardhouse ( <i>Chair</i> )
Representing City of Guelph	June Hofland

**Elect Human Resources Chair**

Nominations for the position of Human Resources Chair were opened by C. Billings, Vice-Chair.

J. Hofland nominated G. Gardhouse as Human Resources Committee Chair.  
R. Goller seconded the nomination.

G. Gardhouse accepted the nomination.

**MOTION: “To close the nominations for the position of Human Resources Committee Chair.”**

<b>Moved:</b>	<b>R. Goller</b>	
<b>Seconded:</b>	<b>J. Hofland</b>	<b>CARRIED</b>

Executive Committee
---------------------

The Executive Committee is comprised of the Board Chair, the Vice-Chair, the Finance + Audit Committee Chair and the Human Resources Committee Chair. Therefore, the Executive Committee membership for 2020 was confirmed as follows:

<b>Executive Committee:</b>	<b>2020</b>
Representing Wellington	George Bridge ( <i>Chair</i> )
Representing Wellington	Chris White
Representing Dufferin	Guy Gardhouse
Representing City of Guelph	Christine Billings

**MOTION: “To accept the 2020 membership of the Finance + Audit Committee; the Human Resources Committee; and the Executive Committee, as stated above.”**

<b>Moved:</b>	<b>J. Hofland</b>	
<b>Seconded:</b>	<b>R. Manktelow</b>	<b>CARRIED</b>

## **Dates and Times of Regular Meetings**

The Board generally meets at 4:00 p.m. on the first Wednesday of each month, with the exception of January, July, August and October, when the Board is not scheduled to meet. The Board dates for 2020 are as follows:

February 5<sup>th</sup>  
March 4<sup>th</sup>  
April 1<sup>st</sup>  
May 6<sup>th</sup>  
June 3<sup>rd</sup>  
September 9<sup>th</sup>  
November 4<sup>th</sup>  
December 2<sup>nd</sup>

**MOTION: “To set Board of Health meeting dates for 2020, as noted above.”**

**Moved: J. Hofland**  
**Seconded: C. White** **CARRIED**

## **Board Remuneration**

Board remuneration, set out under Section 4 of By-Law No. 1 of the Board of Health for the Wellington-Dufferin-Guelph Health Unit, and more particularly in Board of Health Policy CA.42.01.100, will continue. WDGPH will proceed with what is currently on file which was provided from the 3 Municipalities.

## **Appoint Auditors**

In accordance with the *Municipal Act*, Public Health is required to use the auditor of the largest municipal funder, which in this case is the City of Guelph. Therefore, WDGPH’s Auditor for 2020 is KPMG.

### **4.0 Approval of Minutes**

**MOTION: “To approve the Minutes of December 4, 2019, as presented.”**

**Moved: J. Hofland**  
**Seconded: C. White** **CARRIED**

### **5.0 MOH Updates**

novel coronavirus (2019-nCoV)

- Canada and Ontario have many international students, some of who returned to Canada to begin classes at the beginning of January.
- 5 million people left the City of Wuhan, China, prior to the travel ban on January 23, 2020.
- There are currently 5 confirmed cases in Canada (3 in Ontario and 2 in BC).

- Locally, there are no cases and no investigations.
- WDGPH is in IMS and Dr. Tenenbaum (AMOH) is the Incident Commander with C. Beveridge as alternate.
- A number of mathematical models indicate that the peak of the epidemic in China will be in April 2020.
- Dr. Mercer has met with senior leaders at local hospitals and Guelph EMS. Family Health Team meetings are taking place this week in Orangeville and in Guelph.
- There is no vaccine. Role of Public Health is to ensure that the providers of care have the tools to respond. Some resources are in short supply. This is a new disease so there remains a great deal of information which is still uncertain. Although 2019-nCoV is in the same family as SARs, all indications, to date, are that it has a much lower case fatality rate. Call centre is ready to go but the number of calls, to date, has been very low. WDGPH continues to provide information to our healthcare providers as soon as we learn new information.

## 6.0 Presentation(s)

- NONE.

## 7.0 Business Arising

- NONE.

## 8.0 Consent Agenda

- BH.01.FEB0520.C01 – Infectious Diseases – Program/Service Information Report.
- BH.01.FEB0520.C02 – Food Safety – Program/Service Information Report.
- BH.01.FEB0520.C03 – Safe Water – Program/Service Information Report.
- BH.01.FEB0520.C04 – Smoke-Free Ontario Act (SFOA) – Program/Service Information Report.
- BH.01.FEB0520.C05 – Healthy Environments – Program/Service Information Report.

### MOTION:

- (a) “That the Board of Health receive the Consent Agenda item(s), which have been given due consideration, for information.”

Moved: J. Hofland

Seconded: L. Otten

CARRIED

## 9.0 BOH Report(s)

### **BH.01.FEB0520.R01 – Ontario Seniors Dental Care Program**

Dr. Mercer introduced and Dr. Matthew Tenenbaum reviewed the contents of Report BH.01.FEB0520.R01.

### MOTION:

- (a) “That the Board of Health receive BOH Report BH.01.FEB0520.R01 – Ontario

**Seniors Dental Care Program, as presented, for information.”**

**Moved: N. MacDonald**  
**Seconded: G. Gardhouse** **CARRIED**

**BH.01.FEB0520.R02 – Lead Sampling in Drinking Water at Schools and Child Care Centres and in Municipal Drinking Water Systems**

Dr. Mercer introduced and S. Zentner reviewed the contents of Report BH.01.FEB0520.R02.

**MOTION:**

- (a) **“That the Board of Health receive BOH Report BH.01.FEB0520.R02 – Lead Sampling in Drinking Water at Schools and Child Care Centres and in Municipal Drinking Water Systems, as presented, for information.”**

**Moved: J. Hofland**  
**Seconded: R. Goller** **CARRIED**

**10.0 Committee (Verbal) Report(s)**

**Finance + Audit Committee Report:**

- NONE.

**Human Resources Committee Report:**

- NONE.

**Executive Committee Report:**

- NONE.

**11.0 Correspondence**

- The Honourable Christine Elliott, Deputy Premier and Minister of Health, Response Letter to WDGPH BOH Chair re Naloxone Kits.
- Andrea Horwarth, Leader of the Official Opposition Letter to the Honourable Doug Ford re the novel coronavirus (Tabled).

**MOTION:**

- (a) **“That the Board of Health receive the above-noted Correspondence, as presented, for information.”**

**Moved: R. Goller**  
**Seconded: C. White** **CARRIED**

Dr. Mercer and the BOH congratulated K. Wilson on the birth of a baby girl.

**12.0 CLOSED SESSION**

- To approve the December 4, 2019 Closed Session BOH Minutes.
- Executive Committee Report from Chair – JAN 15/20:
  - ▶ Closed Session Update on MOH/CEO Performance Process [personal matters about an identifiable individual including BOH employees]; and
  - ▶ Closed Session Strategic Planning Session [labour relations].

- MOH Update(s) – System Transformation Update [personal matters about an identifiable individual including BOH employees].

(5:00)

**MOTION: “To move into Closed Session to approve Closed Session BOH Minutes of December 4, 2019; to review/discuss Executive Committee Report from Chair re Closed Session Update on MOH/CEO Performance Process [personal matters about an identifiable individual, including BOH employees]; and Closed Session Strategic Planning Session [labour relations]; and to obtain MOH Update re System Transformation Update [personal matters about an identifiable individual, including BOH employees].”.**

**Moved: J. Hofland**

**Seconded: L. Otten**

**CARRIED**

**Wellington-Dufferin-Guelph Public Health**  
**MINUTES OF THE BOARD OF HEALTH**  
**Wednesday February 5, 2020**

**CLOSED SESSION**

---

**Members in attendance were:** Mr. George Bridge (Chair){Participated via Phone}, Ms. Christine Billings, Mr. Guy Gardhouse, Mr. Rodrigo Goller, Ms. June Hofland, Ms. Nancy MacDonald, Mr. Ralph Manktelow, Mr. Lambert Otten and Mr. Chris White.

**Member(s) with regrets were:** Mr. Allan Alls.

**Ex-officio member(s) in attendance were:** Dr. Mercer, Medical Officer of Health & CEO.

**Staff member(s) in attendance were:** Mr. Chris Beveridge, Ms. Rita Isley, Mr. David Kingma, Mr. Kyle Wilson, Dr. Matthew Tenenbaum (Physician Consultant) and Ms. Sylvia Muir (Recording Secretary).

**Guest(s) in attendance were:** NONE.

---

**CLOSED SESSION MINUTES TO BE PROVIDED UNDER SEPARATE COVER.**



**CLOSED SESSION MINUTES TO BE PROVIDED UNDER SEPARATE COVER.**

**(5:56) Returned to Open Session.**

**MOTION: “To Ratify the Closed Session Decisions of the February 5, 2020 Board of Health meeting.”**

**Moved: R. Manktelow**  
**Seconded: C. White** **CARRIED**

*Motion(s) brought forward from Closed Session:*

**MOTION: “To approve the Closed Session Minutes of December 4, 2019, as presented.”**

**Moved: J. Hofland**  
**Seconded: L. Otten** **CARRIED**

**(a) MOTION: “That the Board of Health approves the document entitled “Wellington-Dufferin-Guelph Public Health Modernization Consultation Response”, as amended, for submission to Jim Pine, Ministry of Health Consultant, on behalf of the WDGPH Board of Health and to the Minister of Health.”**

**Moved: C. White**  
**Seconded: R. Manktelow** **CARRIED**

### **13.0 Adjournment**

The meeting was adjourned at 5:58 p.m.

**MOTION: “To adjourn the meeting.”**

**Moved: J. Hofland**  
**Seconded: R. Goller** **CARRIED**